



User Reference Guide

Well Management
Module 1: View Well Details

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COURSE OVERVIEW

Course Description

This User Guide describes an end-to-end process to view well details in WellSTAR. It includes the extent of all major well information that Operators and Internal users (Division Users) can directly view within the main well information page.

The step by step of viewing (and in some cases downloading) following Well Details topics are explained:

- Production/Injection
- Tests
- Permits
- Associated Facilities
- Ownership History
- Documents
- Events

User Guide also describes the step by step processes of initiating various actions on a well; Submitting, Uploading, Downloading and GIS mapping are explained:

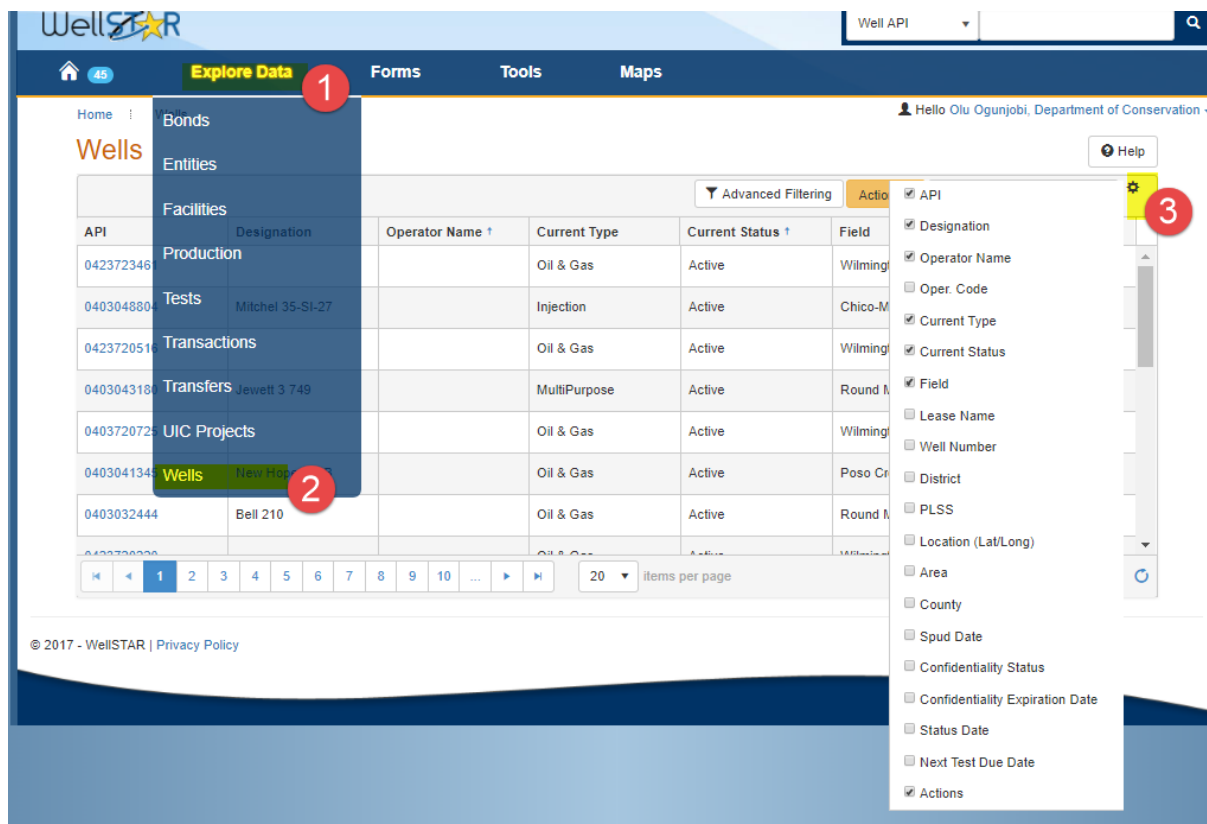
1 VIEW WELL DETAILS

The WellSTAR Well Detail page includes pulldown menus that allow a user to view and export well information.

Lesson Objectives:

- View Well Details

1.1 View Well List



Step	Action	Required Fields
1.	From Home Screen, hover over Explore Data pulldown	
2.	Click on Wells . List of all wells in database is displayed	
3.	Click on the gear button to sort well list. Turn topics on/off to resort well list.	

1.2 View Well Detail- Search an API

The screenshot shows the WellSTAR interface. At the top, there is a navigation bar with 'WellSTAR' logo and a search bar. The search bar has a dropdown menu set to 'Well API' and the text '0401924412'. Below the navigation bar, there is a 'Search Results' section. The 'Well Search Results' table is displayed with the following data:

API	Operator Name	Well No.	Well Type	Well Status	County	Field
0401924412	White Knight Production LLC	507	MultiPurpose	Idle	Fresno	Raisin City

At the bottom of the table, there is a pagination control showing '1' items per page. On the right side of the table, there is a sidebar with a list of fields to include/exclude in the search results. The sidebar includes a gear icon (highlighted with a red box and a red circle with the number 2) and a list of fields: API, Oper. Code, Operator Name, Well No., Well Type, Well Status, County, Lease, Field, PLSS, Sec, Twp, Rng, B&M, District, and Bond No.

Step	Action	Required Fields
1.	From WellSTAR Home Screen, set the pulldown menu of the Global Search Window to Well API. Enter the 8-digit or 10-digit API and search. A Well Search Result table is opened	
2.	Click on the gear button to turn topics on/off to view more well information	
3.	Click on the API of the well. A Well Detail page is opened	

1.3 View Well Detail-Summary

Barnard 43 - API 0411122355

Summary Actions

API Number 0411122355	Well Designation Barnard 43	Well Number 43
Operator Aera Energy LLC	Well Type Multi-Purpose	Well Status Active
Orphan Well N/A	Hazardous Well N/A	Active Permit No
Bond Number 5923683	Confidential Well No	Confidentiality Expiration Date N/A
Lease Barnard	Surface Owner N/A	Mineral Owner N/A
UIC Project 8140001	Jurisdiction N/A	Well Name Unspecified
Spud Date N/A	Exploratory Well No	Dry Hole N/A
Status Date 04/26/2018	Initial Date of Production N/A	Directionally Drilled Yes
UGS Project N/A	WST Permit # N/A	

Location Information

Bottom Hole Location Information - Wellbore 0411122355-00

Wellhead Equipment

Well Activity

Zones of Significance

Wellbore 0411122355-00	Type: Multi-Purpose	Status: Active	Drill/Spud Date: N/A	Completion Date: N/A	Bottom Hole (MD): N/A Bottom Hole (TVD): N/A
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Comments

Step	Action	Required Fields
1.	On the Well Detail page , user can view well general information. Click on Location Information to view; Field, PLSS, Lat/Long, Pools, Elevation ASL and Onshore/offshore	
2.	Click on Bottom Hole Location Information to view bottom hole Field, PLSS, Lat/Long, Field, County, Corner Call	
3.	Click on Wellhead Equipment to view all wellhead equipment associated with the well.	
4.	Click on Well Activity to view and export; Production Data, Injection Data and Test Due Dates	
5.	Click on Zones of Significance to view; Zone Name, Zone Category, Depths od Zone, Pressure (psi), Expected/Actual and Oil/Gas show	
6.	Click on Wellbore Information to view; Plugback depth, BFW depth, Bottom depth, Type, Drill/Spud/Completion dates, Completion Interval and Formation depths	
7.	To view, export and add comments on a well, Click on Comments	

1.4 View Well Detail-Production/Injection Data

Well | Surfuh

Hello Olu Ogunjobi, Department of Conservation

Well Detail

Surfuh 507 - API 0401924412

Production/Injection

Help

4

1

2

3

Reporting Period	Well Type	Casing Pressure (p...)	Tubing Pressure (p...	Water or Steam Inj...
August 2014	MultiPurpose	60	65	
December 2014	MultiPurpose	55	100	
October 2014	MultiPurpose	50	55	
November 2014	MultiPurpose	50	55	
September 2014	MultiPurpose	50	55	
February 2014	MultiPurpose	45	125	
May 2014	MultiPurpose	35	125	
April 2014	MultiPurpose	35	125	
March 2014	MultiPurpose	35	125	
June 2014	MultiPurpose	35	125	

Reporting Period

Well Type

Reason Well Not on Prod.

Number of Days Well Produced

Clean Oil or Condensate Produced (bbls)

Gravity of Oil

Gross Gas Produced (Mcf)

BTU

Water Produced (bbls)

Casing Pressure (psi)

Tubing Pressure (psi)

Method of Operation

Water Disposition

Reason Well Not Injected

Number of Days Well Injected

Water or Steam Injected (bbls)

Gas or Air Injected (Mcf)

Surface Injection Pressure

Source of Water Code


Kind of Water

20 items per page

Production

Oil (bbl) Gas (mcf) Water (bbl)

Gas/Air (mcf) Water/Steam (bbl)

Step	Action	Required Fields
1.	On the Summary box dropdown click on Production/Injection	
2.	Click on the gear  button to open different Production/Injection topics. Check/uncheck topics to sort the data	
3.	To find Casing Pressure, make sure Casing Pressure(psi) is checked	

4.	Casing Pressure for the period shown is displayed in the highlighted column	
----	---	--

1.4.1 Find the Casing Pressure (psi) during months of 2014

Well Detail
Surfluh 507 - API 0401924412

Production/Injection ▾ Actions ▾

Advanced Filtering ▾ Search

Reporting Period ▾	Gravity of Oil	Gross Gas Produced (...)	Casing Pressure (psi)	Water or Steam Injecte...	Gas or Air Injected (Mcf)
2014 ▾					
September 2014	Is equal to	144	50		
October 2014	Is not equal to	58	50		
November 2014	Starts with	34	50		
May 2014	Contains	149	35		
March 2014	Does not contain	156	35		
June 2014	Ends with	144	35		
July 2014	Is null	48	0		
January 2014		149	30		

20 items per page Viewing 1 - 12 from 12 results

Production

1.2
1
0.8
0.6
0.4
0.2
0

Mar '17 Apr '17 May '17 Jun '17 Jul '17 Aug '17 Sep '17 Oct '17 Nov '17 Dec '17

Oil (bbl) Gas (mcf) Water (bbl)

Injection

1.2
1
0.8
0.6
0.4
0.2
0

Gas/Air (mcf) Water/Steam (bbl)

Step	Action	Required Fields
1.	To find the Casing Pressure (psi) during 2014. From the screen in 1.4 above click on Advanced Filtering box	

2.	Enter 2014 in the Reporting Period box and click the Filter pulldown	
3.	Select Ends with to select only data for 2014	
4.	2014 casing pressure is populated	

1.5 View Well Detail- Tests

Well | Young

Well Detail

Young 801-15 - API 0401924976

Help

Tests Actions

Advanced Filtering


Test ID	Scheduled Date/Time	Actual Date/Time	Test Type
293673	08/15/2008 12:00 AM	08/14/2008 11:20 PM	Blowout Prevention Equipment Test

Test ID
Scheduled Date/Time
Actual Date/Time
Test Type
Result

20 items per page

Viewing 1 - 1 from 1 results

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Step	Action	Required Fields
1.	On the Summary box dropdown, click on Tests	
2.	Click on the radio  button to open different Test topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.6 View Well Detail- Permit

Well | Surfluh

Well Detail

Surfluh 507 - API 0401924412

Help

Permits Actions


Advanced Filtering Actions Se

☒ NOI Received
☒ Permit Approved
☒ Permit Expiration
☒ Notice Type
☒ Permit No.

NOI Received ↓ Permit Approved Permit Expiration Notice Type Pe

20 items per page No results to display

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Step	Action	Required Fields
1.	On the Summary box dropdown, click on Permits	
2.	Click on the gear  button to open different Permits topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.7 View Well Detail- Associated Facility

Well | Wild Goose Unit 2

Well Detail


Wild Goose Unit 2 SWD 1 - API 0400720102

Advanced Filtering Search

Facility ID ↑	Type	Sub Type	Facility Name	PLSS	County
<div> <div>Associated Facilities</div> <div> <div>Facility ID</div> <div>Oper. Code</div> <div>Operator Name</div> <div>Type</div> <div>Sub Type</div> <div>Facility Name</div> <div>PLSS</div> <div>County</div> <div>Field</div> <div>Lease</div> <div>Sec</div> <div>Twp</div> <div>Rng</div> <div>B&M</div> <div>District</div> <div>Bond No.</div> <div>Status</div> <div>Date Added</div> <div>Date Removed</div> </div> </div>					

20 items per page

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Step	Action	Required Fields
1.	On the Summary box dropdown, click on Associated Facilities	
2.	Click on the gear  button to open different Associated Facilities topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.8 View Well Detail- Ownership History

Well | Hancock

Hello Olu Ogunjobi, Department of Conservation

Well Detail

Hancock 1215 - API 0408321933

Ownership History Actions

Advanced Filtering


Acquisition Date	Date of Operation	Date of Determination	Transferring Organization
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Acquisition Date
Date of Operation
Date of Determination
Transferring Organization
Acquiring Organization
Type of Transfer
ID

0 20 items per page

No results to display

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Step	Action	Required Fields
1.	On the Summary box dropdown, click on Ownership History	
2.	Click on the gear  button to open different Ownership History topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.9 View Well Detail- Documents

Well | Hancock Hello Olu Ogunjobi, Department of Conservation ▾

Well Detail Help

Hancock 1215 - API 0408321933

Documents ▾

Actions ▾

Advanced Filtering

Actions ▾

Search

☒ Upload Date
☒ Relevant Date
☒ Uploaded By
☒ Category
☒ Type
☒ Description
☒ Filename
☐ Size
☐ Extension


Upload Date	Relevant Date ↑	Uploaded By	Category	Type	Description
-------------	-----------------	-------------	----------	------	-------------

◀ 0 ▶

20 ▾ items per page

No results to display ↻

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Step	Action	Required Fields
1.	On the Summary box dropdown, click on Documents	
2.	Click on the gear  button to open different Documents topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.10 View Well Detail- Events

The screenshot shows the 'Well Detail' page for 'Surfluh 507 - API 0401924412'. The page has a navigation bar with 'Explore Data', 'Forms', 'Tools', and 'Maps'. The user is logged in as 'Hello Olu Ogunjobi, Department of Conservation'. The 'Events' dropdown menu is open, showing options: Date, Created By, Type, and Description. A red circle with the number 1 points to the 'Events' dropdown, and a red circle with the number 2 points to the gear icon for settings.

Date	Created By	Type	Description
02/22/2018 10:26:30 PM	System	Well Status	Idle
02/22/2018 10:26:30 PM	System	Well Type	Multi

Viewing 1 - 2 from 2 results

Step	Action	Required Fields
1.	On the Summary box dropdown, click on Events	
2.	Click on the gear  button to open different Events topics. Check/uncheck topics to sort the data. Click on the Action box to Export table to PDF	

1.11 Actions that can be taken from the Well Detail Screen

The screenshot shows the 'Well Detail' screen for well C-637 (API 0423723461). The screen is divided into three columns of information:

API Number	Well Designation	Well Number
0423723461	? C-637	23461
Operator	Well Type	Well Status
N/A	Oil & Gas	Active
Orphan Well	Hazardous Well	Active Permit
No	N/A	No
Bond Number	Confidential Well	Confidentiality Expiration
None	No	N/A
Lease	Surface Owner	Mineral Owner
Unspecified	N/A	N/A
UIC Project	Jurisdiction	Well Name
UNIMPLEMENTED	N/A	Unspecified
Spud Date	Exploratory Well	Dry Hole
N/A	No	N/A
Status Date	Initial Date of Production	Directionally Drilled
N/A	N/A	No

Below the table are three expandable sections: 'Location Information', 'Well Activity', and 'Zones of Significance'. An 'Actions' dropdown menu is open, showing the following options:

- View on Map
- Notice to Rework
- Notice to Abandon
- Submit Well Summary
- Well Name Change
- Confidentiality Request
- Schedule a Test
- Submit Test Results
- Export - PDF

Step	Actions	Required Field
1.	<p>User can take several actions from the Well Detail page. Click on the Actions pulldown to:</p> <ul style="list-style-type: none"> View well on GIS Map Create NOI to Rework well Create NOI to Abandon well Submit Well Summary Change well name Request Confidentiality for a well Schedule a test Submit test result Export screen to PDF <p>Clicking on any of the above will open a new screen- online Form</p>	

2 GENERATE AND SUBMIT ELECTRONIC DATA DELIVERABLE (EDD)

The submission of Electronic Data Deliverables (EDD) will be implemented in different tasks and forms within WellSTAR. This lesson will cover the step-by-step process and generating and submitting an EDD. The lesson will start on the EDD Submission tab.

Well EDD

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below.

Do you wish to submit Application for Injection Approval data using an Electronic Data Deliverable (EDD) template? *

☒ Yes ☐ No

Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Step	Actions	
1.	Select whether you will submit data using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If No is selected move to the next step on the Form Navigation page	
2.	To use EDD, select Yes , <ul style="list-style-type: none"> • download the EDD template with the blue hyperlink <i>“Download the EDD Template”</i>. • Fill out all fields within template • Click select files and upload the completed EDD template. • Click next which will close the form while WellSTAR processes the submission. 	

Key Points

- Instead of manually inputting data, the External/Internal user is able to upload data automatically and more quickly.